

Cascade County

Job Vacancy Announcement

Position: Community Health Education Specialist- Tobacco Prevention	Closing Date: Open until filled
Dept.: City-County Health Department	Dept. Adm.: Alicia Thompson
Type of Position: Part-time 10-15 hrs per wk	Salary: \$15.11 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

Develops and implement educational materials and programs to address community needs utilizing best practice methodologies to prevent tobacco use among youth and promote quitting among adult users. Develop and maintain community/youth coalition group. Coordinate the Montana Clean Indoor Air Act (CIAA) compliance and enforcement efforts at the county level. Assessing individual and community needs for tobacco related education; assist in planning and implementing program activities that meet these needs by using a wide range of educational methods and techniques including group discussions, lecture, audio-visual materials, printed materials, etc. Develop, implement, and evaluate local tobacco prevention education programs. Implement, revise and evaluate program work plans. Develop and maintain community tobacco use prevention coalition. Solicit and recruit youth to form a youth tobacco use prevention coalition. Promote and support the statewide youth empowerment movement (reACT! Against Corporate Tobacco). Develop and disseminate tobacco use prevention messages through mainstream communications outlets (public service announcements, pay check stuffers, TV, radio, etc.).Develop and disseminate tobacco use prevention messages through alternative communications outlets (internet social networks, email, twitter, etc.). Recruit support from community organizations. Participate in program sponsored training events, summits, and meetings. Develop and deliver public presentations. Increase community awareness about current state and local tobacco prevention issues and efforts. Work with people of all ages with diverse background and lifestyles; accept client in a nonjudgmental manner. Actively seek and utilize the most current program specific information. Requires a flexible work schedule and the ability to organize, plan, and teach while maintaining confidentiality of sensitive client information.

JOB REQUIREMENTS

Knowledge: Knowledge of program planning, development and implementation; public health principles and practices; federal, state and local resources; current tobacco use prevention topics and intervention methodologies; tobacco related laws, rules and regulations; and the health effects of tobacco use and exposure to secondhand smoke.

Ability/Skills: High level of computer skill and experience; effective organization and communication skills, both oral and written; ability to establish and maintain effective work relationships with other agencies/individuals; skills in independent decision-making and conflict resolution.

Education and Experience

Bachelor’s degree in health education, health promotion, communication, social work, or related field **OR** an Associate Degree and 2 (two) years experience in a related field **with** 1 year experience in program development, public relations, public speaking and health education preferred. CHES Certification preferred.

Must have a valid Montana driver’s license.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.
Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.